

## Newcastle University Library Special Collections Document Handling Guidelines

We ask for your help in trying to preserve our collections by taking care when using them.

### PLEASE:

Ensure your hands are clean and lotion-free before handling material.

Use the book supports and chain weights provided. (You may need to adjust the support so that it cradles the book properly.)

Keep loose items in the correct order, and in the right box or packet.

Where present, re-tie tapes around books and folders after use.

Close manuscript binders carefully and ensure that plastic pockets are lying flat within the binder.

Use pencil or a laptop for taking notes.

Ask a member of staff for sheets of Perspex when tracing.

When handling photographic material, use the nitrile gloves provided.

Report any damage you discover.

Seek permission to take photographs. (The use of flash photography is not permitted.)

Comply with Copyright and Data Protection legislation.

### PLEASE DO NOT:

Remove items from the Reading Room.

Mark, or make erasures, in any item.

Place open items face-down, lean, or rest anything on them.

Cut untrimmed pages: hand the item to the member of staff on duty.